

NAJIT FINANCIAL GUIDELINES

GENERAL GUIDELINES

1. Timeliness and detailed accounting: Requests for reimbursement are to be accompanied by receipts for expenses incurred, with the exception of minor gratuities, which should be itemized. They shall be submitted within 60 days of expenditure, within the current fiscal year, but in no case later than January 15 of the following year.
2. Travel: Members shall be reimbursed for the actual cost of portal-to-portal travel from their home or office to the location of NAJIT business via the most economical mode consistent with their professional and personal responsibilities. All travel expenses to be reimbursed must be approved in advance by the NAJIT Chair and the NAJIT Treasurer.
 - a. Portal-to-portal expenses may include transportation to and from your local airport, economy airfare, standard checked bag fees, transportation to and from the destination airport and hotel. If driving, mileage is reimbursable at the GSA current rate. Tolls and venue parking expenses are also reimbursable when driving.
3. Lodging: Members shall be reimbursed for the actual cost of a standard single room when overnight stays are necessary.
4. Meals: In general, the cost of all meals is borne by the individual except as provided in paragraphs 9 and 15.
5. Other expenses: Members shall be entitled to reimbursement of reasonable expenses when they are engaged in Association activities, provided that the NAJIT Chair and the NAJIT Treasurer have authorized the activities and concomitant expenses in advance, and that full details are provided in the reimbursement request.
6. Prior to reimbursement a report of activities completed on behalf of NAJIT must be provided to the NAJIT Board in writing. This requirement is waived for Board travel for the Annual conference.
7. Exclusions: Travel secured using points, other frequent traveler benefits, airline seat upgrades, and/or otherwise paid for by another entity are not reimbursable under this policy.

SPONSORSHIP OF ORGANIZATIONAL MEMBERS

8. Interpreter/Translator organizations that are NAJIT organizational members may apply for up to \$300 in financial support for their conferences. The NAJIT board of directors must approve the sponsorship, taking into account NAJIT's financial reserves.

BOARD OF DIRECTORS

9. The board of directors shall be entitled to reimbursement for travel and lodging expenses incurred in order to attend board meetings at the annual meeting and educational conference, and other in-person meetings. Such other in-person meetings shall be scheduled with due regard to the association's financial situation. A meal per diem in the amount of \$75.00 will be provided to board members only for non-conference dates, including travel days, when required to be present at the conference site before or after the actual event (Friday, Saturday and Sunday) in order to conduct NAJIT business.
10. Candidates to the board of directors are not entitled to reimbursement for travel and lodging expenses. If elected, new board members may be reimbursed for lodging expenses incurred for the evening after the annual meeting and educational conference has concluded, provided said lodging is necessary for participation in previously scheduled in-person board meetings.
11. Working meals during in-person meetings of the board of directors shall be provided by the association, or reimbursed within GSA Per Diem guidelines.

ANNUAL MEETING AND EDUCATIONAL CONFERENCE

12. Keynote speakers at the annual educational conference are entitled to complimentary registration, food and beverage functions. In addition, reasonable travel and lodging expenses and/or an honorarium may be paid, provided the NAJIT Chair and the NAJIT Treasurer approve them in advance.
13. Presenters at the pre-conference seminars before the annual meeting and educational conference shall receive an honorarium in the amount of \$300 per three-hour session, or \$450 for a six-hour session. Pre-conference presenters may also be reimbursed for portal-to-portal (as described above) travel expenses up to \$600. Pre-conference presenters shall be asked to present one session during the educational conference that is open to all conference attendees; if they do so, their registration fee for the educational conference will be waived. Co-presenters will be required to split both the honorarium and the travel reimbursement amounts.
14. Presenters during the educational conference are entitled to receive a 15% discount off the member registration rate for the conference. They receive no other fee or reimbursement of expenses.
15. In recognition of their time and energy, the Chair and the Co-Chair (if any) of the Conference Committee shall be reimbursed for reasonable travel and lodging expenses for the purpose of attending the Annual Conference. The Chair and Co-Chair (if any) shall be entitled to a reduced conference registration fee, equal to that offered to conference presenters. Regarding lodging, a maximum of four nights are reimbursable, at a per night maximum no greater than the NAJIT negotiated room block cost. A meal per diem in the amount of \$75.00 will be provided only for non-conference dates, including travel days, and specifically for any days they may be required to be present at the conference site before or after the actual event (Friday, Saturday and Sunday) in order to conduct NAJIT business.

16. NAJIT shall bear the costs of all reasonable and customary audiovisual costs at the annual meeting and educational conference. In addition, NAJIT shall provide for the reproduction of materials that are submitted by presenters according to applicable deadlines.

17. Life members of NAJIT will receive a complimentary registration to one Annual Educational Conference following their designation as a Life member, and shall be recognized during that Annual Meeting. Thereafter, Life members will be eligible to register for the Educational Conference at the prevailing rate applicable to students.

Approved by the NAJIT Board of Directors November 16, 2004

Amended May 20, 2014

Amended May 2016

Amended September 2018

Amended September 2024